



EMBASSY OF THE UNITED STATES OF AMERICA

*The Embassy of the United States of America in Windhoek is seeking an individual for the part time position of **Accountant**.*

The incumbent serves under the direct supervision of the Financial Management Officer and is responsible maintaining the account records, recording of obligations and monitoring funds control levels for post-held allotments..

Required Qualifications and skills:

- 1. High School Diploma (Grade 12) is required.*
- 2. Five years of progressively responsible experience in a financial field.*
- 3. English Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.*
- 4. Computer literacy with proficiency in Microsoft Programs, including MS Word and Excel is required. This will be tested.*

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **July 3, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

Please note that all vacancies within the US Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>